

CITY OF MILPITAS - OUTDOOR FACILITY USE APPLICATION

Park Rentals must be received at least 2 business days prior to date of use
All other outdoor rentals must be received 30 days prior to date of use (fields: baseball, football, soccer, softball, tennis courts)

If your outdoor rental facility is unacceptable or any issues arise, please call Police Dispatch at 408-586-2400

If you have any further questions about your rental or any inquiries about renting an outdoor facility, please call: Recreation Services 408-586-3210
Monday-Thursday, 8:00 a.m.-6:00 p.m., Friday, 8:00 a.m.-5:00 p.m.

Date of Use: _____

Outdoor Facility (Circle One): Baseball Football Soccer Softball Tennis Courts Picnic Area (Specify): _____

Park: Cardoza¹ Dixon Landing¹ Gill¹ Murphy¹ Hall¹ Other (Specify): _____

Time you wish to begin set-up: _____ Time function begins: _____ Time function ends: _____

¹These parks require a \$250 Security Deposit that is only processed should damage to the park occur.

Name of Group/Organization/Company facility is being rented for: _____

Type of Event (be specific): _____

Applicant (person responsible for rental of facility): _____

Applicant Address: _____ City: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

E-mail Address: _____ Preferred Method of Contact: _____

Co-applicant: _____ Contact Information: _____

Credit Card Information: Visa MasterCard Discover American Express

Name (as appears on credit card): _____

Credit Card Number: _____ Expiration Date: _____

Will food be served? ☐ Yes ☐ No

Number of people expected **Total** _____ (**Youth** _____ **Adults** _____)

Will there be amplified sound?² ☐ Yes ☐ No

Type (circle one) Band DJ

Will there be music? ☐ Yes ☐ No

Other: _____

Will there be additional equipment used? ☐ Yes ☐ No

If yes, list: _____

²Please Note: A request for amplified sound must be submitted to the Recreation Services Department, pending City Manager approval.

The following will require additional requirements:

Is event open to the public? ☐ Yes ☐ No

Fundraising event? ☐ Yes ☐ No

Will food or other items be sold and/or charging admission (on the day of event)? ☐ Yes ☐ No

Will alcohol be served? ☐ Yes ☐ No

Will alcohol be sold? (if yes, ABC Liquor License Required) ☐ Yes ☐ No

By saying yes to any of the above, I understand and agree by signing this form to get additional insurance and/or get an ABC alcohol permit at least 30 days in advance of the event. I understand that I will not get authorization to sell alcohol if I do not submit the ABC alcohol permit. I understand that serving alcohol at a park does not require insurance but must be kept at the picnic tables.

I, the applicant, hereby agree to hold the City of Milpitas and any officer and employee thereof free and harmless for any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of the facilities of the City of Milpitas. I further agree to furnish such liability or other insurance for the protection of the public and the City of Milpitas, and any officer and employee thereof as the City may require. I agree to reimburse the City of Milpitas for any damage to said facilities arising out of the use herein requested and understand and agree that the above listed credit card will be charged up to \$250 for assessed damages.

By signing this form, I understand and agree to abide by the City's cancellation policy and the Facility Use Rules and Regulations approved by the Milpitas City Council on December 1, 2009.

Refunds will not be issued for canceled park/picnic reservations. Reservations that cannot be held due to inclement weather will be issued a credit toward a rescheduled reservation. Applicant is responsible for contacting Community Center Office within seven (7) business days to initiate credit. You may re-schedule reservation or receive a credit towards future Parks and Recreation programs or park rentals minus the non-refundable application fee.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact may cause cancellation of my rental date. By signing this form, I further agree to be bound by the commitments and obligations stated herein.

Signature of Applicant

Date

FOR OFFICE USE ONLY

Approved: _____ Denied: _____

PERMIT # / STAFF INITIALS

Insurance Required: ☐ Yes ☐ No _____

Amplified Sound Request Required: ☐ Yes ☐ No _____

Staff Signature: _____ Date: _____

IMPORTANT REMINDERS FOR OUTDOOR PERMIT APPLICANTS

Please Initial:

- _____ 1. I understand that by reserving the picnic area, I have first priority to the tables and BBQ pits. The permit is to be exclusively used by the applicant. I am aware the park is still open to the public, i.e., the grass areas, playground equipment, and other picnic tables not being used for the event.
- _____ 2. I understand no electricity is available at any City park.
- _____ 3. I am aware that I am responsible for the picnic tables and equipment during my event, as well as the actions of my guests.
- _____ 4. I understand I am responsible for the removal and disposal of: all decorations, table coverings, tableware, food, kitchenware and all other supplies. I must remove all trash and place in the trashcan receptacles. I am aware that the City of Milpitas is not responsible for any lost, forgotten or stolen items.
- _____ 5. I understand that any broken glass must be disposed of properly.
- _____ 6. I understand that children must be supervised at all times.
- _____ 7. I understand that the \$20 application fee is non-refundable.
- _____ 8. I understand that no vehicles are allowed on the grass or decomposed granite, even for unloading supplies.
- _____ 9. I understand by City ordinance, beer or wine is permissible for adults (21+ years) in City parks when consumed with picnic meals in designated picnic areas. Alcoholic beverages are forbidden on any athletic field, tennis courts or within 10 yards of designated bleacher, sideline or playing areas. Sale of beer or wine is allowed, or other alcoholic beverages subject to the above location restrictions, and upon prior approval of the Milpitas Police Department and the acquisition of a valid permit by the user group from the Alcoholic Beverage Control Board, 100 Paseo de San Antonio, San Jose, CA 408-277-1200.
- _____ 10. I understand that posting reservation signs by 8:00 am on the day of the event is required by the applicant, as some individuals may be unaware that reservations are accepted for picnic tables and BBQ pits.
- _____ 11. I understand that I need to keep my copy of the permit at the event as proof of site reservation.
- _____ 12. I understand a written request for noise-amplifying permit must be submitted to and approved by the City Manager or his authorized agent Per City Code V-9-4.05. This is not allowed at Gill Park.

Renter's Signature _____

Date _____

Staff Use:

Permit # _____

Initials of CS Staff: _____